United Nations ST/IC/2006/46

Secretariat

8 November 2006

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **2007 competitive examination for recruitment to the Professional category of staff members from other categories**

1. The purpose of the present circular is to provide information to staff members in the General Service and related categories of the Secretariat who wish to take the 2007 competitive examination for recruitment to the Professional category, in accordance with the provisions of administrative instruction ST/AI/2003/7 of 30 October 2003 and ST/AI/2005/9 of 26 July 2005.

2. The 2007 competitive examination for recruitment to the Professional category is scheduled to be held on 27 February 2007 (written component) and in June/July 2007 (oral component). For candidates convoked in two occupational groups, the two specialized papers are administered on the same day.

Selection of posts

3. The Office of Human Resources Management, taking into account information provided by departments and offices at all duty stations, has established projections of junior Professional level (P-1/P-2) posts subject to geographical distribution that will be or are expected to become available in the 12 months preceding placement. The total number of posts to be selected for the 2007 competitive examination for recruitment to the Professional category will be up to 10 per cent of the number of staff, other than language staff, that were recruited during the previous calendar year at the junior Professional level (P-1/P-2) after passing a competitive examination. The list of successful candidates unplaced under the 10 per cent quota mentioned above will also be circulated to departments for possible additional placement on extrabudgetary positions or in duty stations with high vacancy rates, in accordance with administrative instruction ST/AI/2005/9.

4. On the basis of these projections of organizational needs, the Central Examinations Board has selected the following occupational groups for which the examination is to be held:

(a) **Administration**, which covers work such as that of administrative officers, budget officers, personnel officers and project management officers;

* Expiration date of the present information circular: 31 December 2007.

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(b) **Economics**, which covers work such as that of economic affairs officers, transnational affairs officers and international development officers;

(c) **Legal affairs**, which covers work such as that of legal officers;

(d) **Library**, which covers work such as that of librarians and records management officers;

(e) **Publishing and printing**, which covers work such as that of publishing and printing officers;

(f) **Radio production**, which covers work such as that of radio producers;

(g) **Security**, which covers work such as that of security officers;

(h) **Statistics**, which covers work such as that of statisticians and related work in areas such as economics, the environment, social statistics, demography and trade.

Eligibility

5. A staff member serving in the General Service and related categories, including the Field Service category up to and including the FS-5 level, may apply to take a competitive examination in a particular occupational group, provided that he or she:

(a) Will have had a minimum of five years of continuous service in the Secretariat by 31 December 2006, excluding any service in separately administered funds or programmes, except as otherwise provided in paragraph 6 below;

(b) Has at least a "fully successful performance" rating in his or her last performance report;

(c) Holds a United Nations letter of appointment valid at least until 31 August 2007;

(d) Meets the minimum eligibility criteria set out in paragraphs 7 to 9 of the present information circular.

6. Short breaks in service of not more than six months may be allowed at the discretion of the Central Examinations Board. Staff members who had previously served continuously for at least five years with the United Nations Secretariat, had resigned and by 31 December 2006 would have served continuously for at least three years since their reappointment will also be considered eligible, provided that they meet the other requirements.

Eligibility criteria

7. Staff members are invited to apply for one of the occupational groups in which the examination is to be held in 2007. The minimum eligibility criterion is a three-year first-level university degree, broadly related to the occupational group for which the candidate has applied. Detailed requirements are as follows:

(a) **Administration**: first-level university degree in public or business administration, commerce, marketing, human resources management or another relevant discipline;

(b) **Economics**: first-level university degree in macroeconomics, microeconomics, international trade, political economy, econometrics, development planning and analysis, economic development and growth or public economics. Training in fundamental economic theory is a basic requirement;

(c) **Legal affairs**: first-level university degree in law, public law, international law, law of the sea, human rights law or international humanitarian law. Two to three years of practical experience in the field of law or two to three years of international working experience in legal fields relevant to the work of the Organization would be an advantage;

(d) **Library**: first-level university degree in library and information science, knowledge management, information studies, information architecture, information resources, communication, media studies, new media, web design or data management and retrieval. Furthermore, candidates with a first-level university degree in a field relevant to the work of the Organization, i.e., political science, international relations, modern history, social science, economics or legal affairs, may be considered provided they have relevant working experience in library and information management such as reference services, knowledge-sharing activities, indexing and/or cataloguing, metadata creation, taxonomy management or website development (Internet, Intranet and Extranet);

(e) **Publishing and printing**: first-level university degree in printing management, printing technology or graphic design. Furthermore, candidates with a first-level university degree in business administration, or a closely related field, with specialized training in the print and production fields such as printing technology, seminars/classes in pre-press and production methods and techniques and on-demand printing and colour proofing will also be considered by the Board;

(f) **Radio production**: first-level university degree in communication, broadcast journalism or media studies. Furthermore, candidates with a first-level university degree in a field relevant to the work of the Organization, i.e., political science, international relations, modern history, social science, economics, legal affairs, and with work experience in public information as a television or radio producer, will also be considered by the Board. Due to the current needs of the Organization, this examination will only be held in radio production, for Arabic, and radio broadcasting, for Spanish, respectively. In addition to a first-level university degree, as described above, a minimum of two years' experience in radio or television broadcast journalism as a writer, producer or editor and a good radio voice in either Arabic or Spanish are required;

(g) **Security**: first-level university degree in criminology, criminal justice or security management. Furthermore, candidates with military or police academy training equivalent to a first-level university degree will also be considered by the Board. At least five years of progressively responsible experience related to military, police or security occupations, including unit command experience, are also required;

(h) **Statistics**: first-level university degree in statistics, mathematics, economics with a specialization in econometrics, social sciences with a specialization in sociometrics or demography. One to two years of working experience with a national statistical office or one to two years of working

experience in the area of environmental, social or economic statistics would be an advantage.

Staff members who have a degree or degrees broadly related to two occupational groups offered in 2007 may apply to take the examination in each of the two groups.

8. Staff members who had served in the Secretariat for at least five years by 31 December 1989 will be allowed to take the examination in any one of the occupational groups for which the examination is held in 2007 upon providing evidence of post-secondary academic qualifications. Should such staff members hold a first-level university degree or degrees broadly related to the occupational groups offered in 2007, they may apply to take the examination in a second occupational group to which their degree is broadly related (see para. 7).

9. Staff members should provide relevant documents, as required, as evidence in support of their meeting the minimum eligibility criteria described in this section and the eligibility requirements listed in paragraph 5.

Applications

10. Staff members who wish to submit an application should complete the application form contained in the annex to the present information circular and submit it with all the required documentation to the Central Examinations Board by 1 December 2006. The staff member's most recent performance report must also be submitted with the application.

Format and substance of the examination

11. The examination consists of a written examination and an oral examination related to the occupational group concerned.

Written examination

12. The written examination, which accounts for 80 per cent of the total marks, consists of the following two sections:

(a) A general paper that tests drafting skills (45 minutes);

(b) A specialized paper (3 hours and 45 minutes) that tests the candidate's substantive knowledge of the particular occupation.

Oral examination

13. Candidates may be convoked for an oral examination in accordance with administrative instructions ST/AI/2003/7 and ST/AI/2005/9. Candidates serving at duty stations away from Headquarters will take this part of the examination either in New York or at another location, depending on circumstances. At locations away from Headquarters, the oral examination will be conducted by a board consisting of at least three members of the relevant board of examiners, including an ex officio member.

14. The oral examination, which accounts for 20 per cent of the total marks, will consist of a competency-based interview designed to test the candidate's general knowledge of international affairs and of the United Nations core values and competencies that are necessary for positions in the respective occupational groups.

Annex

Application for the competitive examination for recruitment to the Professional category of staff members from other categories

(United Nations Secretariat staff members only)

All correspondence with candidates will be conducted on the basis of the information given. It is the responsibility of the candidates to inform the Secretary of the Central Examinations Board of any changes in the information indicated in the application form.

Note: The deadline for receipt of applications by the Central Examinations Board (United Nations Headquarters) is 8 December 2006.

Section I. Personal data

Please type or print legibly.

Last name (family name):

First name:

Nationality:

Sex: F M Index No.:* Category: Present level:

Type of appointment: Fixed-term: Probationary: Permanent:

Expiration or review date: Day: Month: Year:

Date of birth: Day: Month: Year:

Date of entry into the United Nations Secretariat: Day: Month: Year:

Date of latest PAS: Day: Month: Year:

Please submit a copy of your latest Performance Appraisal System report (PAS) with your application.

Main language (mother tongue):

* Usually appears on your monthly salary statement or grounds pass; if not, please contact your personnel officer to obtain your number.

Please check below the occupational group (or two occupational groups, if applicable) for which you wish to take the examination.

Administration _____ Economics _____ Legal affairs _____ Library _____

Publishing and printing _____ Radio production _____ Security _____ Statistics _____

Duty station: _____

Department/office: _____
(write in full)

E-mail address: _____

Room No.: _____ Telephone No.: _____

Home telephone No.: _____ (Because of time differences at duty stations away from Headquarters, candidates are requested to indicate their home telephone number in order to facilitate communications of an urgent nature.)

1. Have you applied to take previous G to P examinations? Yes ☐ No ☐

2. Were you convoked to sit for previous G to P examinations? No ☐

If yes, when? 1980 ☐ 1982 ☐ 1983 ☐ 1984 ☐ 1985 ☐ 1986 ☐ 1987 ☐ 1988 ☐
1989 ☐ 1990 ☐ 1991 ☐ 1992 ☐ 1993 ☐ 1994 ☐ 1995/96 ☐ 1997 ☐
1998 ☐ 1999 ☐ 2000 ☐ 2002 ☐ 2003 ☐ 2004 ☐ 2005 ☐ 2006 ☐

For which occupational group(s)? _____

Did you actually take the examination? No ☐

Yes, in: 1980 ☐ 1982 ☐ 1983 ☐ 1984 ☐ 1985 ☐ 1986 ☐ 1987 ☐ 1988 ☐
1989 ☐ 1990 ☐ 1991 ☐ 1992 ☐ 1993 ☐ 1994 ☐ 1995/96 ☐ 1997 ☐
1998 ☐ 1999 ☐ 2000 ☐ 2002 ☐ 2003 ☐ 2004 ☐ 2005 ☐ 2006 ☐

Section II. Education[b]

List your qualifications at the secondary and post-secondary levels, indicating the certificate, diploma or degree received. All candidates, including those who have applied to take or have taken a previous G to P examination, must forward a copy of their university degree or diploma, including, when available, a copy of an up-to-date university transcript.

Written proof of post-secondary education must be attached to this application. (Send photocopies; do not send any originals.) Failure to provide proof will result in the application being disregarded.

Certificate, diploma or degree *(Exact title in original language. For work towards a degree, please list number of credits.)*	***Institution name*** ***Place*** ***Country***	***Period of study*** Month Year	***Description of courses or main field of study***
Secondary studies		From:	
		To:	
Post-secondary studies		From:	
		To:	
		From:	
		To:	
		From:	
		To:	
		From:	
		To:	

If you need more space, attach additional pages.

[b] You are strongly encouraged to attach your current personal history profile or personal history form in lieu of completing sections II, III and IV of the present form.

Section III. Relevant professional experience

List and briefly describe any professional experience that you feel is relevant to your application.

Section IV. Languages

If you passed a United Nations language proficiency examination (LPE), please indicate the year in which you obtained the certificate. If you did not pass this examination, indicate your level of ability below, using the following code letters: A = fluently, B = quite easily, C = not easily.

If you are or have been enrolled in any language courses, please indicate the institution and the highest level completed or the diploma obtained.

Language	*LPE year*	*Read*	*Understand*	*Speak*	*Write*	*Institution and diploma (period(s) of study)*

Section V. Occupation(s) for which you are applying

Name _____

Office _____

Room No. _____

Duty station _____

Country _____

Sex: [F] [M] Index No.: [ ][ ][ ][ ][ ][ ]

Please check below the occupational group(s) for which you wish to take the examination. You may apply for no more than two occupational groups.

Administration [ ] Economics [ ] Legal affairs [ ] Library [ ]

Publishing and printing [ ] Radio production [ ] Security [ ] Statistics [ ]

Highest educational level:

High school [ ] Post-secondary [ ] Bachelor's degree [ ] Master's degree [ ] Other (Ph.D., etc.) [ ]

Section VI. Certification of accuracy of information provided

Fully completed applications, together with proof of post-secondary education and of language ability (if you did not pass the language proficiency examination or are not enrolled in a United Nations course), must be received by the Central Examinations Board no later than **1 December 2006** in a sealed envelope marked Confidential, addressed to:

Central Examinations Board secretariat
Office of Human Resources Management — Room S-2590A
United Nations Secretariat
New York, NY 10017, USA
Fax: (212) 963-3683

E-mail: OHRM-GtoP@un.org

For duty stations outside New York, please fax the application if possible. Where a fax machine is not available, please use the United Nations pouch.

Important: Applications that are incomplete or do not include essential information may be rejected.

I certify that the above information is correct to the best of my knowledge and understand that any misrepresentation would lead to my elimination from the examination and to possible disciplinary action. I also understand that it is my responsibility to report immediately any changes in the foregoing information to the Central Examinations Board.

Date: _____ Signature: _____

List of enclosures: _____

_____

_____

_____

_____

_____

_____

_____

_____

☐ Most recent PAS

Competitive examination for recruitment to the Professional category of staff members from other categories

The information below will be used as your mailing label; please print or write legibly. You are responsible for immediately reporting to the Secretary of the Central Examinations Board any subsequent change in duty station, either prior to or during the examination process.

Central Examinations Board stamp

Name _____

Office _____

Room No. _____

Duty station _____

Country _____

This portion will be returned to you as an acknowledgement of receipt of your application.